

STATE OF TENNESSEE DEPARTMENT OF COMMERCE & INSURANCE

**HOME IMPROVEMENT COMMISSION**

500 JAMES ROBERTSON PKWY., SUITE 110

NASHVILLE, TN 37243-1140

TELEPHONE: (615) 532-3993 or (615) 532-3994 or

1-800-544-7693 / FAX: (615) 532-2868



**HOME IMPROVEMENT LICENSE APPLICATION**

**\$125.00 – FEE**

**BUSINESS NAME TO APPEAR ON LICENSE:**

\_\_\_\_\_  
(Name should be the same as listed on bond)

ADDRESS: \_\_\_\_\_

(If listing a P.O. Box, include physical address)

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE : (\_\_\_\_) \_\_\_\_ - \_\_\_\_ (DAY); NIGHT : (\_\_\_\_) \_\_\_\_ - \_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

OWNER/INDIVIDUAL IN CHARGE: \_\_\_\_\_

Social Security No. \_\_\_\_\_ - \_\_\_\_\_ Birthdate: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_ Sole Proprietor \_\_\_\_ \*Partnership \_\_\_\_ \*Corporation \_\_\_\_ LLC \_\_\_\_ Other

\*If this is a Partnership or Corporation, please list names of officers or partners:

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

***The following information is being requested in accordance with T.C.A. 62-37-108***

1. \_\_\_\_ **Yes** \_\_\_\_ **No** Have you ever been denied a Home Improvement license?
2. \_\_\_\_ **Yes** \_\_\_\_ **No** Have you ever, or an officer or partner, associated with this business had a license suspended or revoked in any state or been associated with any business which has had such a license denied, suspended or revoked?
3. \_\_\_\_ **Yes** \_\_\_\_ **No** Have you or anyone associated with this business, ever been convicted of a felony?
4. \_\_\_\_ **Yes** \_\_\_\_ **No** Have you ever or do you now own any interest in any licensed home improvement contracting business? If yes, license ID# \_\_\_\_.
5. \_\_\_\_ **Yes** \_\_\_\_ **No** Have you ever been employed by a licensed home improvement contractor? If yes, license ID# \_\_\_\_.

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6. \_\_\_\_ **Yes** \_\_\_\_ **No** Do you presently, or in the past five (5) years prior to the date of this application, had judgments(s) rendered against you in actions arising out of the field of home improvement or other construction work?
7. \_\_\_\_ **Yes** \_\_\_\_ **No** Are you involved in pending litigation arising out of the home improvement or other construction work?

### **INSURANCE INFORMATION**

1. \_\_\_\_ **Yes** \_\_\_\_ **No** Is your company, partnership or corporation self insured?
2. \_\_\_\_ **Yes** \_\_\_\_ **No** Do you carry general liability insurance? If yes, list the Insurance Company: \_\_\_\_\_
3. \_\_\_\_ **Yes** \_\_\_\_ **No** Do you have one or more full time employees. If yes, you must provide proof of Workmen's Compensation coverage. (Attach a copy of the insurance policy or copy of certification of insurance)

### **REFERENCES**

(Please list two references)

**1.** Name: \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_

Describe type of home improvement work: \_\_\_\_\_

\_\_\_\_\_

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**2.** Name: \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_

Describe type of home improvement work: \_\_\_\_\_

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As individual in charge, I certify that all questions on this application have been answered true and correctly, to the best of my knowledge. Further, I have read the Home Improvement Commission law and rules and regulations, which may be obtained by the Commission's office or via internet at [www.michie.com](http://www.michie.com) (click on Tennessee section 62-37-101) and the rules, section 0765-1-.01 at [www.state.tn.us/sos/rules.com](http://www.state.tn.us/sos/rules.com).

 **x**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

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**INSTRUCTIONS/CHECK-LIST**

1. \_\_\_\_\_ Answer all questions, attach explanation (such as, details of conviction, court orders, etc.,) to anything answered **“YES”** on questions 1 - 7, and sign.
2. \_\_\_\_\_ Attach original proof of financial responsibility in the amount of **\$10,000**, such as: Surety Bond with written Power of Attorney; **or** Cash Bond; **or** Property Bond; **or** Irrevocable Letter of Credit. (*Note: We do not have sample forms for “property bonds” as these would have to be provided by your attorney*).
3. \_\_\_\_\_ If submitting a “Surety Bond,” contractor must sign as the **“Principal”** and the insurance company must enter a **bond number** (*license issued in name as bonded*).
4. \_\_\_\_\_ Enclose check for \$125.00 application fee, made payable to “Home Improvement Commission” and mail to 500 James Robertson Pkwy., Suite 110 - Davy Crockett Tower, Nashville, TN 37243-1140, after signing you have read the law and rules.

**Note: If for any reason your \$10,000 surety bond is canceled, your license is considered invalid. Your license will expire after one year from the date of issuance, at which time a renewal will be sent to the address on file.**



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STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
HOME IMPROVEMENT COMMISSION

**TENNESSEE HOME IMPROVEMENT CONTRACTOR'S SURETY BOND**

**Bond #** \_\_\_\_\_

BE IT KNOWN, that we \_\_\_\_\_  
(Name as to be on License)

of \_\_\_\_\_  
(Mailing and Physical Address)

as \_\_\_\_\_ principal, \_\_\_\_\_ and  
\_\_\_\_\_  
(Name of Surety Company)

as surety, are held and firmly bound unto the State of Tennessee, for the benefit of all owners, as defined by *Tennessee Code Annotated*, Title 62, Chapter 37, Section 6(3), undertaken by the principal in the full and just sum of ten thousand dollars (\$10,000.00) for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the above bounden principal has applied to the Tennessee Home Improvement Commission for a license as a Home Improvement Contractor; and

WHEREAS, under the provisions of Title 62, chapter 37, Section 10(j) of Tennessee Code Annotated, and as amended, the principal is required to file this bond in order to obtain said license.

NOW, THEREFORE, THE CONDITIONS OF THIS OBLIGATION ARE SUCH that, if the above bounden principal shall comply in all respects with Title 62, Chapter 37, Sections 2 through 28 of Tennessee Code Annotated, and the regulations promulgated thereto, then this obligation shall be void otherwise to remain in full force and effect.

PROVIDED, HOWEVER, this bond may not be construed to require the surety to be responsible for the completion of any home improvement contract entered into by the principal on this bond.

PROVIDED, FURTHER, this bond may not be construed to require the surety to be responsible for damages arising from any breach of a home improvement contract, if such contract was entered into after the inactivation, expiration or revocation of the contractor's license.

This bond shall become effective on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, and shall be continuous; however, each annual renewal period or portion thereof shall constitute a new bond term. Regardless of the number of years this bond may remain in force, the liability of the surety SHALL not be cumulative, and the aggregate liability of the surety for any and all claims, suit or action under this bond shall not exceed the sum of \$10,000.00. The surety may cancel this bond by giving thirty (30) days notice to the Tennessee Home Improvement Commission and principal by certified mail of such cancellation, it being understood that surety shall not be relieved of liability that may have accrued under this bond prior to the date of cancellation.

Witness our hands and official seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NAME OF COMPANY (Contractor's Company)

\_\_\_\_\_  
NAME OF SURETY

\_\_\_\_\_  
SIGNATURE OF PRINCIPAL (Contractor)

\_\_\_\_\_  
ADDRESS OF SURETY

DATE: \_\_\_\_\_

\_\_\_\_\_  
NAME OF SURETY AGENT

(SEAL)

\_\_\_\_\_  
SIGNATURE OF SURETY AGENT

\_\_\_\_\_  
ADDRESS OF SURETY AGENT

THE BOND IS ISSUED IN ACCORDANCE WITH THE PROVISIONS OF TITLE 62, CHAPTER 37; OF *TENNESSEE CODE ANNOTATED*. SHOULD THERE BE ANY CONFLICT WITH THE TERMS THEREOF, AND THE STATUTE, THE STATUTE OR REGULATION SHALL PREVAIL. (POWER OF ATTORNEY FROM AN APPROVED INSURANCE COMPANY MUST BE ATTACHED.)

IN 1318(REV.11/2003)

RDA 370



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**HOME IMPROVEMENT COMMISSION**  
500 JAMES ROBERTSON PARKWAY, SUITE 110  
NASHVILLE, TENNESSEE 37243-1150  
(615) 532-3993, 3994 or (615) 741-5630 or (800) 544-7693  
FAX - (615) 532-2868

### **INSTRUCTIONS**

Thank you for your interest in becoming licensed as a home improvement contractor. Please read these instructions carefully before completing the attached "*Home Improvement License Application*". Please be sure to read the enclosed "Home Improvement License Law and Rules and Regulations"!

### **NO EXAMINATION REQUIRED**

Your application CANNOT be considered until all questions have been fully answered and all requested information has been provided.

- **Application fee of \$125.00 check or money order (do not mail cash)**
- **Attach an original proof of financial responsibility (COPIES ARE NOT ACCEPTABLE) in the amount of \$10,000 in ONE of the following forms. The license is issued in the name of the company or individual as on the bond. (Please note, an additional permit bond may be required by your local codes office.)**

☆ **Surety Bond with written Power of Attorney attached, or**

(Attached is a blank form to take to your insurance company; contractor must sign as “Principal” and make sure bond number is entered)

☆ **Cash Bond;** or

(No sample form available; refer to Rule 0765-2.01 and check with your bank)

☆ **Property Bond;** or

(No sample form available; refer to Rule 0765-2.01 and contact your attorney)

☆ **Irrevocable Letter of Credit**

(See attached sample form)

## **FELONY CONVICTION**

If you have been convicted of a felony or misdemeanor in any jurisdiction in Tennessee or another state, you must attach a statement setting forth the details of the conviction, and you must provide the relevant documentation including the charging document, the disposition and proof of any sentence or court ordered probation.

## **LICENSE ISSUANCE**

Upon approval of your completed application, a permanent license will be mailed. Please display your license in a noticeable place at your business location and list your license I.D. number in advertisements. Renew license annually; cannot be renewed if expired in excess of 90 days. License is considered invalid upon bond cancellation. This license is for projects from \$3,000 to less than \$25,000. Lead abatement remodelers are required to be certified through the Department of Environment and Conservation. Attached is a sample contract to insure compliance of TCA 62-37-110.

(Rev.1/03)